



Children's Ministry Coordinator/ Pastoral Assistant

JOB DESCRIPTION

SUMMARY

The role of the Children's Ministry Coordinator is to assist the Pastor of Families and the Elders of the church in helping ensure our children's ministry is vision-oriented, well-led and well-run. This includes leading Cornerstone Kids staff and volunteers in scheduling, volunteer recruitment, training, planning, curriculum development, logistics, and assisting the pastors in additional administrative tasks. This role requires an understanding of how to implement and execute a plan, as well as the ability to creatively think through ways of leveraging volunteers, systems, processes and structures to see more children and families meaningfully connected to Jesus.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Children's Ministry Leadership

- Work with Pastor for Families to set vision for DCC's overall ministry to children and their parents.
- Improve work flows, processes, document management, organization, and aesthetics to help make Cornerstone Kids an inviting, welcoming, and well-run ministry (both Sunday morning ministry and mid-week special events).
- Manage and implement curriculum plan: organize lessons, plan activities, communicate with teachers, etc.
- Manage and implement a plan for equipping of CM staff and volunteers: training events, mentoring, meet-ups, etc.
- Work with Pastor of Families in special projects and strategic initiatives.

Children's Ministry Administration

- Oversee volunteer scheduling (initial and ongoing).
- Oversee ordering supplies and other resources necessary to enable a smooth operating ministry setting that is volunteer friendly.
- Oversee volunteer on-boarding (background checks, references, scheduling, etc.).
- Oversee CM database and check-in software.

Children's Ministry Communication

- Manage volunteer and parent communication within ministry.
- Communicate with other DCC staff as needed.

Pastoral Assistance

- Provide general support and administrative assistance to one or more pastors
- Assist in research and tasks as needed
- Assist in communication, scheduling meetings, etc.
- Additional Scope TBD

QUALIFICATIONS/SKILLS:

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same.
- Fulfill the responsibilities of DCC members outlined in the membership covenant.
- Fulfill the character qualifications of a deacon as taught in the Scriptures (1 Tim 3:8-13).
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere.
- Be a teachable self-starter and have the willingness to learn and grow as the needs of the church change.
- Have a deep love and passion for the gospel, the Bible, and the local church.
- Have the ability to communicate, plan, manage projects, teams and volunteers.
- Have an eye for details combined with a big-picture vision.
- Have basic spreadsheet, document creation and computer knowledge.
- Have experience with enthusiastically leading, teaching, and managing children.
- Having previously served in a similar role, or as an administrative assistant or equivalent is a plus.

DETAILS:

Part-Time: Approximately 45 hours/week

Schedule: Typically Sunday through Thursday (notwithstanding special events/trainings)

Vacation: 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

Salary: TBD. Depends on skill and experience.

Other Benefits: Full Medical/Dental/Disability/Retirement